



Policy: 4090
Procedure: 4090.02
Chapter: Secure Facilities
Rule: Release Process For A Juvenile
Turning 18 Years Old

Effective: 7/15/08
Replaces: 4091.01
Dated: 08/09/07

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) shall establish a process for releasing those juveniles turning 18 in order to review treatment progress, ensure proper documentation, notify victims, and encourage further treatment in the development of goals and an Independent Living Plan.

Rules:

1. **ADJC** shall release juveniles scheduled for release on their 18th birthday on the day of their 18th birthday. The **YOUTH PROGRAM OFFICER III (YPO III) CASE MANAGER** shall ensure:
 - a. This occurs during regular business hours unless special arrangements have been made due to extraordinary circumstances;
 - b. Form 4610.08A Personal Goals and Independent Living and/or 18 Year Old Discharge Plan is completed by all responsible parties as well as the juvenile;
 - c. The ADJC Director is notified of the release of any juvenile adjudicated for an offense resulting in the loss of life.
2. The **YPO III CASE MANAGER** shall ensure:
 - a. The juvenile is scheduled for a Juvenile Community Reentry Board (JCRB) at least three weeks prior to release;
 - b. The juvenile's treatment progress is provided to the Superintendent for review at the JCRB;
 - c. The Restorative Justice and Victims' Rights Administrator is notified;
 - d. The Immigration and Customs Enforcement (ICE) is notified if the juvenile has an "ICE detainer" in accordance with Procedure 4090.01 Juvenile Community Reentry Board; and
 - e. The juvenile's treatment progress is fully documented.
3. The **YPO III CASE MANAGER** shall in a timely manner:
 - a. Notify the Parole Officer and the juvenile's parent(s)/legal guardian(s) as to the time and date the JCRB is scheduled;
 - b. Prepare Form 1195.01A Administrative Status Report Form (A-Form) and Form 2310.01A Certificate of Discharge for the JCRB;
 - c. Ensure the A-Form contains the following information:
 - i. The recommendation box is marked "Expiration";
 - ii. The name of the juvenile being released from secure care;
 - iii. The name of the person to whom the juvenile is being released;
 - iv. The location where the juvenile will be residing;
 - v. The date of release;
 - vi. The date of the juvenile's 18th birthday; and
 - vii. The signatures of:
 - (1) The YPO III Case Manager;
 - (2) The Youth Program Supervisor (YPS); and
 - (3) The juvenile.
4. At the time of the JCRB, the **SUPERINTENDENT** shall:
 - a. If a victim or victim's representative is present, give them the right to make a statement;
 - b. Write the effective date of the juvenile's release;
 - c. Indicate on the A-Form that the release is approved;
 - d. Sign the release;

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- e. Ensure signed copies are placed in the juvenile's Field File until the release date;
 - f. Ensure signed copies are given to the juvenile and to the parent(s)/legal guardian(s).
5. The **YPO III CASE MANAGER** shall ensure at the time of release:
- a. The juvenile completes portion of the transition plan Form 4610.08A Personal Goals and Independent Living and/or 18 year Old Discharge Plan;
 - b. The juvenile is checked out of the facility;
 - c. The Field File is forwarded to the Due Process Proceedings Administrator including the following:
 - i. The unsigned Certificate of Discharge;
 - ii. The master copy and a court copy of the A-Form; and
 - iii. An envelope with the address where the juvenile is to be released.
6. The **SECURITY DISPATCH** shall make the appropriate entry on the Status Movement section in Windows Youthbase regarding the release.
7. The **DUE PROCESS PROCEEDINGS ADMINISTRATOR OR DESIGNEE** shall within two business days of the receipt of the Field File and the Discharge Certificate:
- a. Review the file to verify the age of the juvenile;
 - b. Verify the accuracy of the information on the A-Form and Discharge Certificate;
 - c. Log receipt of the file in the Due Process Proceedings Office's Discharge Log;
 - d. Sign the Discharge Certificate; and
 - e. Forward the signed copies of the A-Form and the Discharge Certificate to:
 - i. The committing court;
 - ii. The juvenile's parent(s)/legal guardian; and
 - iii. Victim(s) of record.
 - f. Forward the Field File with the copies of the A-Form and Discharge Certificate to Central Office records for final processing.

Signature Date

7-15-08

Approved by Process Owner

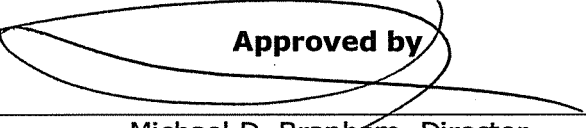


Charles J. Adornetto, Esq. Chief Hearing Officer

Effective Date

7/15/08

Approved by


Michael D. Branham, Director